

CPC APPRAISAL TIPS

For Success!

1 SCHEDULE IN ADVANCE

Schedule **yearly appraisals** in advance. Set calendar **reminders** and **DON'T** reschedule or cancel! Appraisals open October 15th and close December 31st.



2 PREPARE

Fill out the **CPC Appraisal Prep Tool** before and after the appraisal meeting. Refer back to past Check-Ins when determining your appraisal ratings.

YOU WILL BE RATING EMPLOYEES ON:

JOB KNOWLEDGE &
WORK RESULTS

INTERPERSONAL
BEHAVIOR

3 UNDERSTAND THE RATINGS

A good appraisal is an honest one. Ensuring you accurately represent how your employee is doing will help them understand where they can grow and become more successful! Review the **Guidelines of CPC Appraisal Ratings** for more information.

4 DOCUMENT THOROUGHLY



Document your honest thoughts thoroughly in the appraisal, and be specific with your constructive feedback and comments. Employees can refer back to their appraisal when determining areas for development!

5 MEET WITH YOUR EMPLOYEE

Meeting with your employee to discuss how they're doing is the most important step of the CPC appraisal process. This is also a time for the employee to share thoughts, concerns, and ask questions. A CPC Appraisal should be conversational!

6 TALK ABOUT THE FUTURE

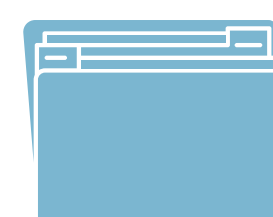
Talk to your employee about your plan for conducting CPC Check-Ins throughout the next year. Some team members may prefer more frequent check-ins. Be flexible and adapt your approach based on each employee's individual needs.

7 DON'T MISS A STEP

There are **31 steps** to conducting a CPC Appraisal from start to employee acknowledgment! Use the **How to Conduct a CPC Appraisal Guide** to ensure you are doing everything correctly.



8 ADDITIONAL RESOURCES



CPC: Taking the Coach Approach
Having Hard Conversations
How to Conduct a CPC Appraisal Guide
Visit bhr.sd.gov for all CPC tools and resources.